USERS' MANUAL
FOR
WEB-ENABLED DOENET

(Rev 1.1)

(Connectivity Software for use with EDCPC Data Collections)

AND

GENERAL INSTRUCTIONS FOR
EDCPC DATA COLLECTION SOFTWARE

New Jersey Department of Education

November, 2003

This document is intended for all staff who use the DOEnet software. It contains complete descriptions of the general process for installing EDCPC applications and for transmitting data using web-enabled DOEnet.

CONTENTS

OVERVIEW

This document provides complete information regarding a significant revision of the DOEnet software. Changes in this version make DOEnet much simpler to use.

This document has been written to be accessible to any user with a general working knowledge of Microsoft Windows. All discussion of more technical aspects has been placed in a special section at the end titled "Advanced Notes."

The New Jersey Department of Education (NJDOE) administers data collections covering a wide variety of topics. Respondents to these data collections typically include school districts, charter schools, and nonpublic schools.

Within NJDOE, many offices in several divisions define and sponsor data collections. When these data collections are conducted in electronic format, responsibility for implementation generally falls on the Office of Educational and Informational Technology. Information regarding electronic data collection schedules, availability, and specific instructions is available on the internet at the Data Collection Information Center (http://www.state.nj.us/njded/data/collections/). Questions can also be directed to the Office of Educational and Informational Technology at (609) 984-6794.

Most NJDOE electronic data collections are conducted in one of three general formats: web-based, EDCPC (Electronic Data Collection, Personal Computer), and Terminal-based Applications. We are gradually moving the majority of the data collections to the web-based format. However, several of the important data collections are still being conducted in the EDCPC format, and a few of the Terminal-based Applications also remain.

NOTE: do not confuse EDCPC applications using web-enabled DOEnet with web-based applications. While EDCPC applications are distributed over the internet and utilize the internet to transmit results back to NJDOE, they are still **installed and used on your PC**. In contrast, web-based applications run on DOE's internet servers and are accessed solely via your web browser.

CHANGES AND IMPROVEMENTS

We are confident that you will find this new version of DOEnet easier and simpler to use than the previous version. Noteworthy changes include the following:

Use of the internet

Previous versions relied on direct dialup for download of EDCPC applications and upload of data after the completion of an EDCPC data collection.

For each of these purposes, web-enabled DOEnet uses the internet instead. DOEnet no longer requires a modem or the configuration of a dialup connection. However, access to the internet is required to make full use of web-enabled DOEnet's functions:

- Initial download of EDCPC applications via a web page (HTTP)

- (Certain applications) EDCPC Update
(HTTP download, initiated directly by the EDCPC application)

- Transmission of completed data files from EDCPC applications (HTTP)

Any internet connection may be utilized. This means that a modem is no longer necessary to use DOEnet. However, users must have access to the internet through an internet service provider, and a connection must be established before the EDCPC applications are used.

Ease of use

Using web-enabled DOEnet is simpler than using the previous version:

- dialing and connecting to DOE is no longer a required step

- no login is required to download most EDCPC applications

- navigation prior to requesting a download is much simpler

- transmitting data to DOE is direct, simple and reliable

- two Shortcuts have been removed (Install Applications and Uninstall Applications)

Improved speed

Upload and download speeds at your full internet connection speed are now possible (previous dialup sessions were limited to 19.2 kbps). In many cases, this will result in dramatic improvements in download time.

TRANSITION FROM DOENET 3.0

Web-enabled DOEnet became available on August 22, 2003. Four EDCPC applications were made available during the Fall, 2003 data collection season in both DOEnet formats (Web-enabled and 3.0). Because the transition away from DOEnet 3.0 is still continuing, **we recommend you review this section and plan your migration to web-enabled DOEnet carefully**.

Here is a summary of the remaining transition calendar:

- Calendar 2004: **all EDCPC data collections will be supported only via web-enabled DOEnet**. Pupil Transportation and Certificated Staff will no longer be distributed via diskette, adding the requirement for internet access at the PC where these data collections will be used.

- April – October, 2004 (**please note the change**): terminal-based DOEnet applications (FICA, CSSD Chargebacks, Charter School Enrollments) will be converted to web-based systems. When these conversions are complete, access to these systems will be administered locally under the Web User Administrator system, and these will no longer be part of DOEnet. **Until then, terminal-based systems will only be available through DOEnet 3.0.**

Because of the revised plan for terminal-based systems, you will need to continue to have DOEnet 3.0 installed for some months longer than we originally suggested.

Ideally, you should keep DOEnet 3.0 on a single PC, to be used only for FICA reporting and other terminal-based applications, while completing all EDCPC data collections using web-enabled DOEnet installed on one or more different PCs. Although both versions of DOEnet may coexist on the same PC, the easiest way to avoid confusion and possibly inconsistent data is to keep them on separate PCs.

REQUIREMENTS

Hardware requirements:

✧ Any PC which provides adequate memory and processor power for the installed version of the Windows operating system (see below).

✧ 5 megabytes of free space on your "C" drive for installation; 3 megabytes of free space for permanent storage.

Network requirements

✧ Access to the internet is required to make full use of internet-enabled DOEnet's functions. Any type of connection (dialup or LAN) is adequate. Internet access is used to:

> Download EDCPC applications

> Transmit directly to DOE from EDCPC applications

> Upload from remotely installed EDCPC applications

> Update EDCPC applications

It is still possible to continue to use **many** EDCPC applications on PCs without internet access. However, another PC with internet access is required to download applications and upload application data. Also, EDCPC installations on non-internet PCs will be unable to take advantage of the application update features that are planned.

Several EDCPC applications will **require** internet access on the same PC where they are installed (beginning in 2004, the list is expected to include District Budget, Pupil Transportation and Certificated Staff).

Software requirements:

✧ To install the program successfully, you must have privileges to install software on your Windows PC (additional information is provided in the Advanced Notes section).

✧ Web-enabled DOEnet is compatible with the following operating systems:

> Microsoft Windows 98

> Microsoft Windows Millenium Edition (ME)

> Microsoft Windows 2000 Professional

> Microsoft Windows XP Professional

To determine which Windows operating system is running on your computer, click on the Start button and check the operating system title that runs vertically on the left side of the Start menu (if you do not see the operating system title here, click on Control Panel, double-click on System, and look at the General tab).

INSTALLING WEB-ENABLED DOENET

We urge you not to change the default location of the DOEnet programs. If you do, we can provide only limited technical support. If you must do so, please consult "Advanced Notes" first.

Web-enabled DOEnet is available at the <u>Data Collection Information Center</u> (http://www.state.nj.us/njded/data/collections/). To download and install it, follow these steps:

1. Open your web browser and navigate to the address provided above. Click on "Web-enabled DOEnet Software Download."

2. In the table labeled "Web DOEnet Software", click the "Program" link.

3. Choose "Save this program to disk", then click "OK" (these instructions assume you are using MS Internet Explorer; the details may vary slightly for Netscape or AOL).

4. Select a save location of your choice, then click "Save." Download time will vary depending on the speed of your connection to the internet.

5. After the download has completed, click "Open."

6. A dialog box will appear indicating that this is the installation program for web-enabled DOEnet. Click "OK" to continue. Click "Setup" on the next dialog that appears.

7. A message will confirm that the installation program has successfully completed. There will be a new "WBDOEnet" folder on your Windows desktop. It should contain Shortcuts for:
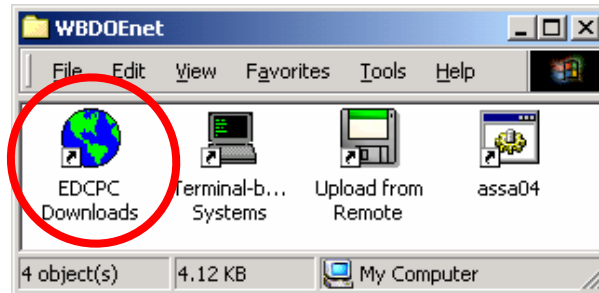
   - ✧ EDCPC Downloads
   - ✧ Configuration
   - ✧ Upload from Remote
   - ✧ Terminal-based Systems
   - ✧ DOEnet Help

   If you do not see these Shortcuts, click "Refresh" on the WBDOEnet folder's View menu. Instructions for using these Shortcuts are provided in these sections of this document:

   - ✧ EDCPC Downloads Shortcut: "Obtaining and Installing EDCPC Software Applications"
   - ✧ Configuration Shortcut: "Configuring Web-enabled DOEnet"
   - ✧ Upload from Remote Shortcut: "Using EDCPC Software Applications"

8. As it is installed, each EDCPC application will add its own Shortcut to the folder. Instructions for using this Shortcut can be found in "Using EDCPC Software Applications."

OBTAINING AND INSTALLING EDCPC SOFTWARE APPLICATIONS

1. To download EDCPC software applications using web-enabled DOEnet, open the WBDOEnet folder on your Windows desktop and double-click on the Shortcut labeled "EDCPC Downloads." This Shortcut will launch a web browser pointing to DOE's EDCPC application download page.

2. In the table labeled "EDCPC Applications", click the "Program" link in the row corresponding to your EDCPC application..

3. Choose "Save this program to disk", then click "OK".

4. Select a save location of your choice (we recommend that you <u>do not</u> use the WBDOEnet folder, as this can cause confusion and worse later on), then click "Save". Download time will vary depending on the speed of your connection to the internet.

5. After the download has completed, click "Open."

6. A dialog box will appear indicating that this is the installation program for the EDCPC application you downloaded. Click "OK." Click "Setup" on the next dialog that appears.

7. If you are downloading District Budget, Pupil Transportation, or Certificated Staff, you will not be given the choice between "C" and "M" described in the next step. Installation will proceed as if you had selected "C".

8. For most EDCPC applications, the installation program will ask you to choose whether to install the EDCPC application on this computer ("C") or to make an installation diskette ("M") which can be used to install it on another computer. Type the appropriate letter and follow the appropriate set of instructions:

C: Install on THIS PC	**M: Make an Installation Disk**
A. The EDCPC application will be installed and automatically started. B. A Shortcut to the application will be placed in your WBDOEnet folder so that you can return to it later. C. Proceed step 9.	A. Insert a BLANK diskette into your PC's floppy drive (any existing files will be erased!). B. Type the letter of your floppy drive ("A" or "B"). C. After files have been copied to the diskette, remove and label it. D. Take the diskette to the PC where you will install it and insert it into the floppy drive. E. On the Windows Start menu, choose "Run…" F. Click "Browse"; in the Browse dialog box, find "Look In". Change this to your floppy drive (usually A:) G. You should see Start listed. Select this file and click on the "Open" button. H. After you have returned to the Run dialog, click "OK." I. The EDCPC application will be installed and automatically started. J. Proceed to the instructions for initializing your application (below). K. A Shortcut to the application will be placed in your WBDOEnet folder so that you can return to it later as necessary.

Notes

- ✧ Both installation methods will place a Shortcut for the newly-installed EDCPC software application in the WBDOEnet folder on the Windows desktop.

- ✧ If you do not immediately see a Shortcut for the EDCPC application in your WBDOEnet folder, go to the folder's View menu and click Refresh.

- ✧ Even if the application is being installed on a PC where web-enabled DOEnet is not installed, the WBDOEnet desktop folder will be created. <u>This does not necessarily mean that web-</u>

enabled DOEnet is being installed. In this case the WBDOEnet folder is only used as a place to organize EDCPC Shortcuts.

- ✧ You can easily tell whether web-enabled DOEnet is installed on a PC by checking for the five Shortcuts installed with it (see "Installing web-enabled DOEnet").

9. The EDCPC application starts automatically for you to use immediately.

10. Usually, the first step in using an EDCPC application is to "initialize" the application by declaring which district or charter school is reporting data. Because this step is done only once, please be careful to choose correctly.

11. Select your "county" from the list (scroll up and down as necessary with the arrow keys). Charter Schools are usually shown separately. To select a Charter School, scroll past Warren County and select "Charter Schools".

12. Select your "district" (or Charter School) from the next list. If you chose the wrong county in the previous step, you can still back up to correct it by pressing the escape key.

13. At this time, the EDCPC application may take a few moments to initialize all of the necessary data files. In some cases, the application will download additional files from the DOE server via the internet.

14. In most EDCPC applications, you will now see the Main Menu.

15. You may complete the data collection in as many sessions as necessary. Usually, you can exit from EDCPC applications by using the arrow keys to select "Exit" and pressing the ENTER key.

16. Installation of this EDCPC application placed a Shortcut in the WBDOEnet folder on your desktop. Use this Shortcut any time you need to return to the application.

17. **After you have finished installing the EDCPC application**, please delete the installation program that you downloaded in step 4.   This program should be used only once; **using it to install a 2nd time will overwrite any data you may have already entered**.

USING EDCPC SOFTWARE APPLICATIONS

1. After the EDCPC software application has been installed (see previous section), you may return to it as necessary using the Shortcut in the WBDOEnet folder on your Windows desktop.
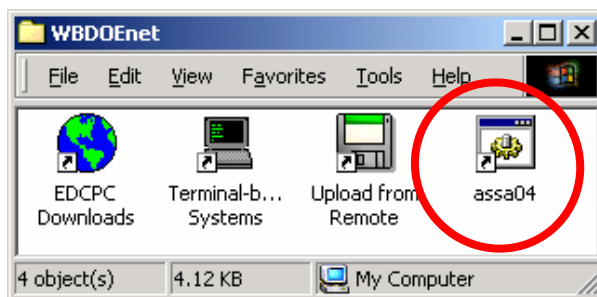
2. To complete the data collection, follow the instructions for your specific EDCPC software application. These are available at the <u>Data Collection Information Center</u> (http://www.state.nj.us/njded/data/collections/).

3. Once you have completed data entry and any required edits, you may transfer your data to NJDOE. This is done through the main menu in the EDCPC software application; choose "Transfer Data to DOE." Depending on whether the EDCPC software application is installed on the same computer as web-enabled DOEnet, or on a different computer, follow these instructions:

| **DOEnet on THIS PC**	**DOEnet on a DIFFERENT PC**
A. Choose "Transfer via DOEnet" from the Transfer Data menu. B. You will be asked to "Press any key" to start the transfer process. C. Enter the password for your LEA- or CHS- account on DOE's computer system. Press "Enter". D. Since you will be over-writing any previously transmitted data, you must confirm that you want to continue by typing a "Y". E. The EDCPC application will connect with the DOE server and upload your data.	A. Choose "Transfer via Diskette" from the Transfer Data menu. B. Type the letter of your floppy drive ("A" or "B"). C. Insert a BLANK diskette into your PC's floppy drive. Press any key to continue. D. The EDCPC software application will copy files onto the diskette. E. You may print a Transmittal Letter if you wish. F. Remove the diskette and label it.

DOEnet on THIS PC

F. If the upload was successful, you will see a list of the uploaded files received by the DOE server.

G. Check this list against the instructions to see if all of the necessary files are present.

H. If you successfully transferred your data, you may print a Transmittal Letter. To do so, type "Y" and follow the instructions on the screen.

I. Use the arrow keys to select EXIT and leave the EDCPC application when you are finished.

DOEnet on a DIFFERENT PC

G. Take the diskette to a PC where web-enabled DOEnet is installed.

H. On the DOEnet PC, open the WBDOEnet desktop folder and double-click on the Shortcut labeled "Upload from Remote."
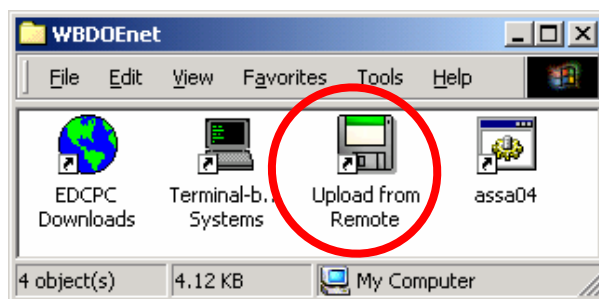
I. Type the letter of your floppy drive ("A" or "B"). Press any key to continue.

J. Enter the password for your LEA- or CHS- account on DOE's computer system. Press "Enter".

K. Since you will be over-writing any previously transmitted data, you must confirm that you want to continue by typing a "Y".

L. The program will connect with the DOE server and upload your data.

M. If the upload was successful, you will see a list of the uploaded files received by the DOE server.

N. Check this list against the instructions to see if all of the necessary files are present.

O. If desired, type "Y" to repeat "Upload from Remote" for other EDCPC applications (go back to step J). Otherwise, type "N".

Notes

✧ <u>Troubleshooting</u> If you experience problems during transmission of your data, please see the "Configuring Web-enabled DOEnet" section.

✧ <u>Transmittal Letters</u> (THIS PC, H and DIFFERENT PC, E): *Please note that the two transfer options produce different transmittal letters:*

- Printing the letter in step H of THIS PC is a reliable indicator that the data was actually transferred.

- However, the printing the letter in step E of DIFFERENT PC only indicates that a diskette was created for use in a transfer from a DOEnet PC. *This letter should <u>not</u> be viewed as an indication that transfer was successfully completed.* It should only be signed to indicate that all of the steps following step E have been successfully completed.

- The texts of the two letters reflect this difference.

CONFIGURING WEB-ENABLED DOENET

For users in the majority of school districts and charter schools, Web-enabled DOEnet will function properly without any special configuration. However, depending on how the local network is set up, additional configuration steps may be required.

If, after installing Web-enabled DOEnet and using an EDCPC application, you receive an error message directing you to try the Configuration shortcut, please follow these steps:
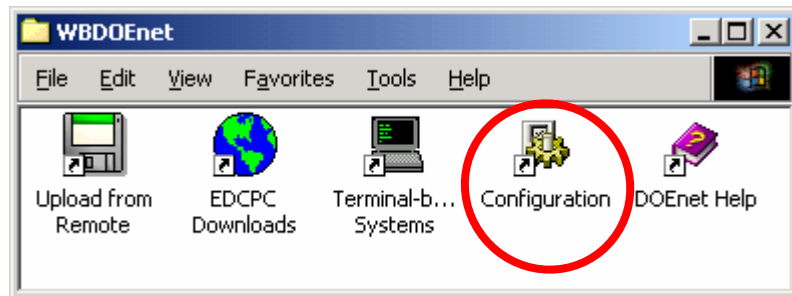

1. Open the WBDOEnet folder on your Windows desktop and double-click on the Shortcut labeled "Configuration" This will start a program that lets you test and modify the DOEnet configuration.

2. From the menu, select "Test Current Settings". This will initiate a test transmission.

3. If your settings do not allow proper transmission, you will be directed to a screen where you must enter the address and port number for your proxy server.

    The easiest way to find this information is to open your browser and check its configuration. For Microsoft Internet Explorer, go to "Tools" ... "Internet Options" ... Connections tab, LAN Settings button, Proxy Server box. Write down the address and port.

4. Back in the Configuration program, enter your proxy server's address, then press Enter.

5. Enter your proxy server's port and press Enter. If you entered the wrong proxy server information, transmission will fail and the program will take you back to step 3.

6. You will be asked to provide the password for your LEA account.

7. If your test transmission succeeds, you will receive a message indicating so.

8. If your test transmission fails, you may either try again (any key) or quit (escape key).

9. The other two items on the main menu ("Set Proxy Server Information" and "Do Not Use A Proxy Server") are provided for use by your technician, if necessary.

TROUBLESHOOTING

Solutions to the problems DOEnet users most frequently encounter are provided on the internet. Please click on the "DOEnet Help" shortcut in your WBDOEnet desktop folder to access this information.
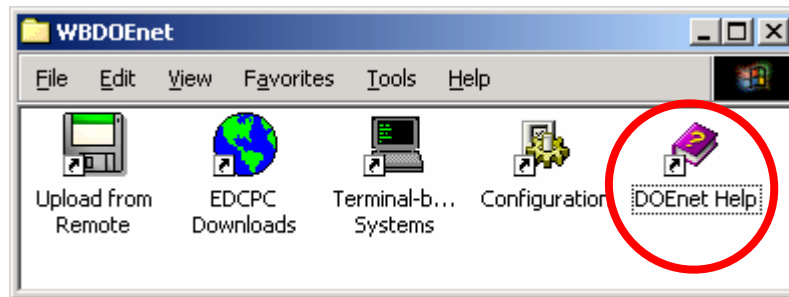
OBTAINING TECHNICAL SUPPORT

Support for Web-enabled DOEnet is available in three forms:

- ✧ Online solutions to frequently encountered problems
- ✧ Inquiry via email
- ✧ Inquiry via telephone

Further information about all three forms of support is available at the Data Collection Information Center (http://www.state.nj.us/njded/data/collections/). On the main page, click the "Support" link in the Web-enabled DOEnet section.

ADVANCED NOTES

For technicians or experts only

The following instructions are provided without the same step-by-step detail that we provide for general audiences. They are written with the assumption that you are an expert computer user and will have no problem carrying them out. We provide them for use "as is" and cannot provide technical support with their implementation.

Installation and Privileges

The privileges mentioned in the Requirements section are simply the ability to write to the All Users profile, adding a folder under Desktop and another under the profile's root.

An important additional requirement (Windows 2000 Professional, Windows XP Professional) is that Windows is installed in its default directories. While %systemdrive% need not be C:, installation and operation of the programs will fail if the following is not a valid path to the desktop:

> Windows 2000 Professional, Windows XP Professional:
> ```
> %systemdrive%\Documents and Settings\All Users\Desktop
> ```

If you need to use web-enabled DOEnet in a non-standard Windows installation, modify the following file:

> ```
> C:\WBDOEnet\getdt.bat
> ```

Change the "set au=" statement so that %au% is defined to properly point to the All Users profile root. Make similar changes to the "set dt=" statement.

Modifying the Default Configuration of web-enabled DOEnet

The installation program does not offer you the choice of installing DOEnet on a network drive or in the directory name of your choice. We <u>strongly</u> urge you not to change the defaults after installation; we can provide only limited technical support in cases where they have been modified.

After having read these cautions, if you must install web-enabled DOEnet differently, PLEASE follow these guidelines for doing so. If you do not, it is very likely that the programs will not function.

To change the configuration, you must modify the web-enabled DOEnet configuration file, CFG.BAT:

> ✧ Location:
>
> <u>Windows 2000 Professional and XP Professional-</u>
> ```
> %systemdrive%\Documents and Settings\All Users\WDOEonly
> ```

Windows 98 and ME-

```
%windir%\
```

<u>Changing the location of the DOEnet programs</u>

WARNING: web-enabled DOEnet is <u>not designed</u> to be used simultaneously by multiple users. Do not configure it in a manner that permits this (do not install it on a server or network share that is shared by several users).

The main programs for web-enabled DOEnet are installed in C:\WBDOEnet. Install them using the normal installation program; then copy them to the directory you will use. Leave C:\WBDOEnet and its contents intact for now.

Edit CFG.BAT (see Location notes above):

✧ Default values:

```
kpath=C:\WBDOEnet  (location of web-enabled DOEnet files)
```

```
kdrv=C:  (drive letter for location of web-enabled DOEnet files)
```

```
edrv= C:  (drive letter for location of EDCPC applications)
```

✧ If web-enabled DOEnet will be installed in a different location, change the "set kpath=" and "set kdrv=" statements to point to this location. Also, change the "set edrv=" statement to match the "set kdrv" statement.

✧ Do not change the value for kdrv or edrv without making a corresponding change to the other value. Web-enabled DOEnet and the EDCPC applications must reside on the same drive.

Removing web-enabled DOEnet

To remove the web-enabled DOEnet software, you must delete each of the three following directories along with their contents:

✧ The main DOEnet directory:

```
C:\WBDOEnet
```

✧ The WBDOEnet folder on the desktop-

Windows 98 and ME:

```
C:\WINDOWS\DESKTOP\WBDOEnet
```

Windows 2000 Professional and XP Professional:

```
C:\Documents and Settings\All Users\Desktop\WBDOEnet
```

✧ The WDOEonly folder (sibling to the desktop)

Windows 98 and ME:

```
C:\WINDOWS\WDOEonly
```

Windows 2000 Professional and XP Professional:

```
C:\Documents and Settings\All Users\WDOEonly
```